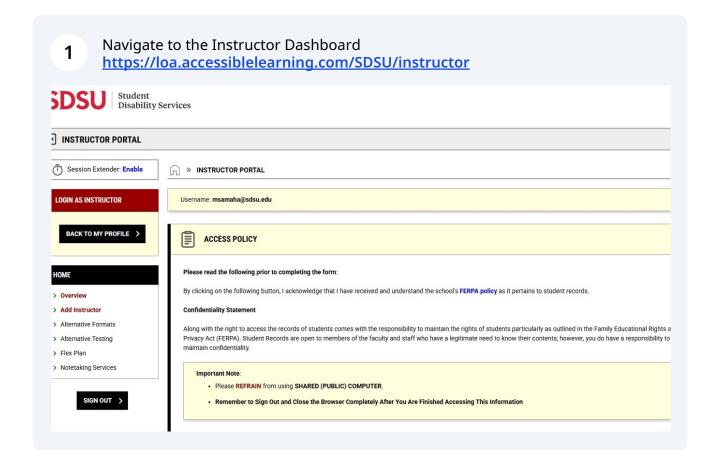
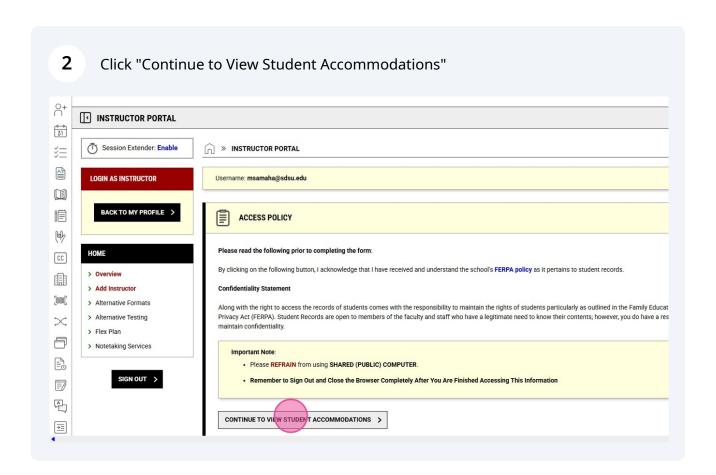
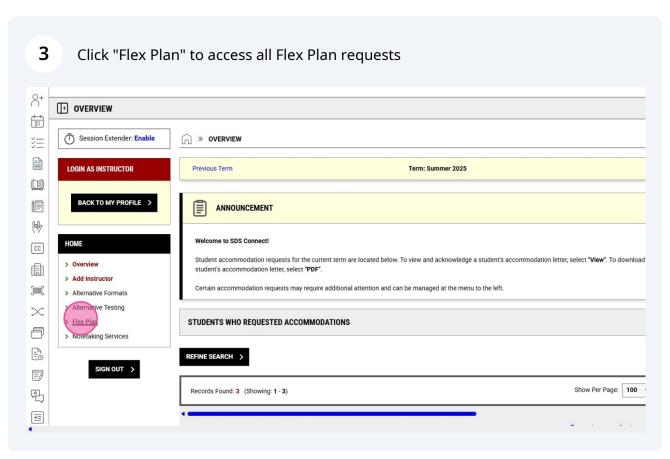
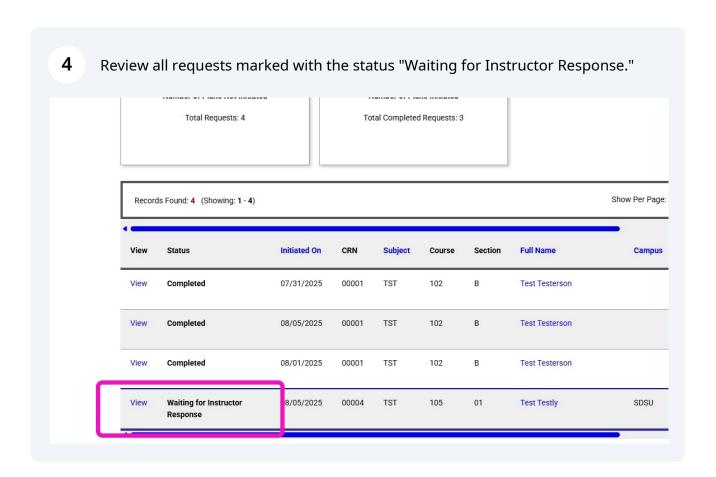
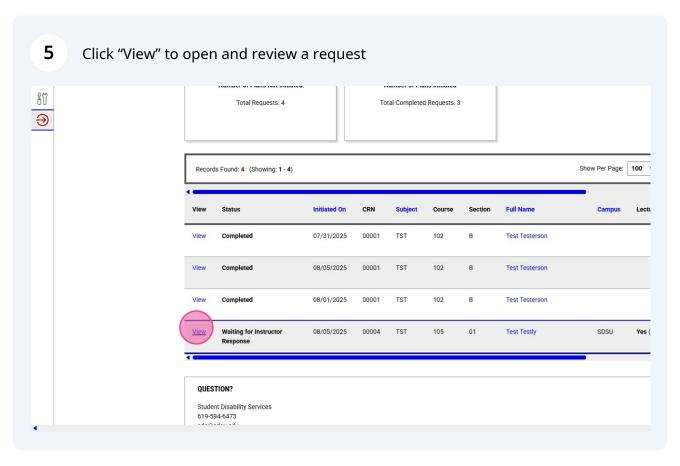
## Instructor Guide: How to Review, Edit, and Approve Flex Plan Requests

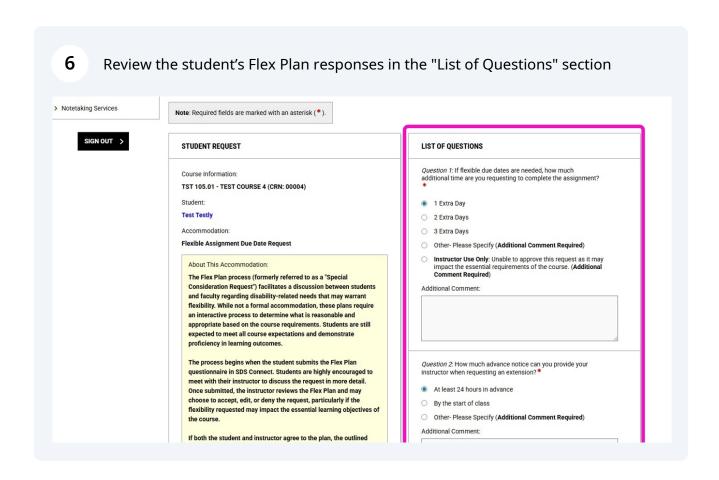


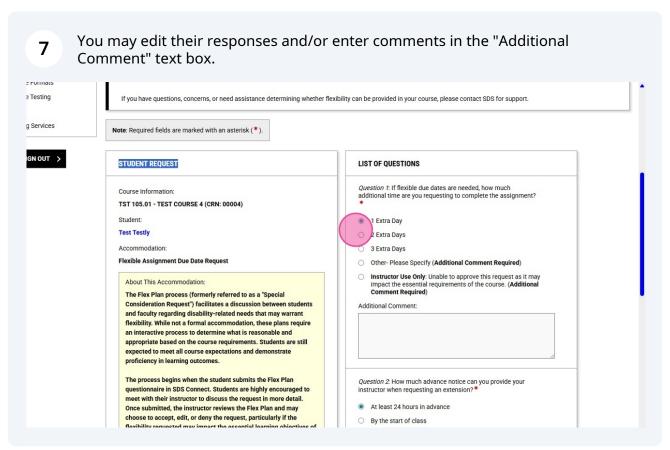












If you are unable to approve the request because it may impact the essential 8 requirements of the course, click the checkbox labeled "Instructor Use Only." \*Be sure to provide an explanation in the "Additional Comment" text box. a Services Note: Required fields are marked with an asterisk (\*). SN OUT > STUDENT REQUEST LIST OF QUESTIONS Question 1: If flexible due dates are needed, how much additional time are you requesting to complete the assignment? TST 105.01 - TEST COURSE 4 (CRN: 00004) O 2 Extra Days ○ 3 Extra Days Flexible Assignment Due Date Request Other- Please Specify (Additional Comment Required) Instructor Use Only: Unable to approve this request as it may impact the essential requirements of the course. (Additional Comment Required) About This Accommodation: The Flex Plan process (formerly referred to as a "Special Consideration Request") facilitates a discussion between students Additional Comment \*: and faculty regarding disability-related needs that may warrant flexibility. While not a formal accommodation, these plans require an interactive process to determine what is reasonable and appropriate based on the course requirements. Students are still expected to meet all course expectations and demonstrate proficiency in learning outcomes. The process begins when the student submits the Flex Plan Question 2. How much advance notice can you provide your instructor when requesting an extension?\* questionnaire in SDS Connect. Students are highly encouraged to meet with their instructor to discuss the request in more detail. Once submitted, the instructor reviews the Flex Plan and may At least 24 hours in advance choose to accept, edit, or deny the request, particularly if the By the start of class flexibility requested may impact the essential learning objectives of Other- Please Specify (Additional Comment Required) the course.

Additional Comment:

After reading the confirmation statement, check the box labeled "I agree to the 9 statement listed." Waiting for Instructor Response  $\label{eq:Question 5.} Question \ 5. \ ls \ there \ anything \ else \ you \ would \ like \ your \ instructor \ to \ consider \ regarding \ your \ request \ for \ assignment \ due \ date \ flexibility?$ FORM SUBMISSION I confirm that I have reviewed the student's Flex Plan request and have considered how flexibility might be applied in the context of the course. I understand that ea is unique, and decisions about flexibility are made through a collaborative process between the student, instructor, and Student Disability Services, with attention to urse's essential objectives. I agree to the statement listed. UPDATE AND REQUEST REVIEW > ACCEPT FLEX PLAN > VIEW HISTORY > QUESTION? Student Disability Services 619-594-6473 sds@sdsu.edu

## Next Steps: Approve or Edit and Return Flex Plan to Student

If you have made any edits to the student's Flex Plan responses or added 10 comments, click "Update and Request Review" to send the updated Flex Plan back to the student for their review and acknowledgement. Waiting for Instructor Response  $\label{eq:Question 5.1} Question \ 5. \ ls \ there \ anything \ else \ you \ would \ like \ your \ instructor \ to \ consider \ regarding \ your \ request \ for \ assignment \ due \ date \ flexibility?$ FORM SUBMISSION I confirm that I have reviewed the student's Flex Plan request and have considered how flexibility might be applied in the context of the course. I understand that ea is unique, and decisions about flexibility are made through a collaborative process between the student, instructor, and Student Disability Services, with attention to course's essential objectives. UPDATE AND REQUEST REVIEW > ACCEPT FLEX PLAN > VIEW HISTORY > BACK TO LIST > QUESTION? Student Disability Services 619-594-6473 sds@sdsu.edu

If you agree with the student's submitted Flex Plan request and have made 11 no edits, or if you have selected "Unable to approve this request..." option, click "Accept Flex Plan" to end the Flex Plan process Waiting for Instructor Response Question  $\mathfrak S$ . Is there anything else you would like your instructor to consider regarding your request for assignment due date flexibility? FORM SUBMISSION I confirm that I have reviewed the student's Flex Plan request and have considered how flexibility might be applied in the context of the course. I understand that ea is unique, and decisions about flexibility are made through a collaborative process between the student, instructor, and Student Disability Services, with attention to course's essential objectives. I agree to the statement listed. UPDATE AND REQUEST REVIEW > VIEW HISTORY > BACK TO LIST > FLEX PLAN > Student Disability Services 619-594-6473

sds@sdsu.edu

